

Miller, Katherine (DAT)

From: Sheila Arcelona
Sent: Friday, June 15, 2012 5:00 PM
To: Miller, Katherine (DAT)
Subject: Re: let me know if you have questions

Services of other was the work order to adult probation. City Grant Programs is where Goodwill would be encumbered.

I am so confused too! I need to look at the last budget modification in GMS and make sure that it matches what we have in FAMIS.

Sheila Arcelona
Assistant Chief, Finance & Administration
San Francisco District Attorney's Office
850 Bryant Street, Room 305
San Francisco, CA 94103
Desk: (415) 734-3018
Fax: (415) 553-9700

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Katherine Miller--06/15/2012 04:55:11 PM---Is "services of other" the contracts line? Katherine Weinstein Miller Director of Policy & Assistant

From: Katherine Miller/DA/SFGOV
To: Sheila Arcelona/DA/SFGOV@SFGOV
Date: 06/15/2012 04:55 PM
Subject: Re: let me know if you have questions

Is "services of other" the contracts line?

Katherine Weinstein Miller
Director of Policy & Assistant District Attorney
Office of San Francisco District Attorney George Gascón
850 Bryant Street, Room 322
San Francisco, CA 94103
P: (415) 553-1110
F: (415) 575-8815

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Sheila Arcelona--06/15/2012 04:43:58 PM---I am guessing no, since the total encumbrance was only \$6,588.66. BUT when I look at the budget in

From: Sheila Arcelona/DA/SFGOV
To: Katherine Miller/DA/SFGOV@SFGOV
Date: 06/15/2012 04:43 PM
Subject: Re: let me know if you have questions

I am guessing no, since the total encumbrance was only \$6,588.66. BUT when I look at the budget in FAMIS, I have a hard time tying it back to what I recall of the last modification that Lauren did. There is money left in personnel and operating expenses, not the contracts line.

Right now the earmark balance looks like this:

Char	Description	Budget	Actual	Preqenc/Enc	Balance
400	INTERGOVERNMENTAL	400,000	273,581		-126,419
	REVENUE TOTAL	400,000	273,581		-126,419
001	SALARIES	130,266	68,363		61,903
013	MANDATORY FRINGE B	27,699	25,806		1,893
021	NON PERSONNEL SERV	38,000	4,446		33,554
038	CITY GRANT PROGRAM	149,949	145,440	1,450	3,058
040	MATERIALS & SUPPLI	9,086	2,954		6,132
081	SERVICES OF OTHER	45,000	45,000		
	EXPENDITURE TOTAL	400,000	292,009	1,450	106,540
	REVENUE LESS EXPEN		-18,428	-1,450	-19,879

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San Francisco, CA 94103

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 Katherine Miller---06/15/2012 04:28:57 PM---Hi there, my question is: Does the remaining \$1,450 from the earmark include the additional \$21,000

From: Katherine Miller/DA/SFGOV
To: Sheila Arcelona/DA/SFGOV@SFGOV
Date: 06/15/2012 04:28 PM
Subject: Re: let me know if you have questions

Hi there, my question is:

Does the remaining \$1,450 from the earmark include the additional \$21,000 that we were supposed to encumber following the last DOJ budget mod?

Thanks,

K

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 Sheila Arcelona---06/14/2012 03:21:06 PM--- Sheila Arcelona

From: Sheila Arcelona/DA/SFGOV
To: Katherine Miller/DA/SFGOV@SFGOV
Date: 06/14/2012 03:21 PM
Subject: let me know if you have questions

FY 11-12

Goodwill Encumbrance

	Encumbered for FY 12	Expended thru April 2012	Balance remaining	Budget Authorized in Contract	Budget Authority remaining
General Fund	\$ 175,226.74	\$ 131,932.80	\$ 43,293.94		
Work Order	\$ 4,900.17	\$ 4,899.17	\$ 1.00		
DABOTR	\$ 6,588.66	\$ 5,138.39	\$ 1,450.27		
Totals	\$ 186,715.57	\$ 141,970.36	\$ 44,745.21	\$ 207,794	\$ 65,823.64

Sheila Arcelona

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Sent: Friday, June 15, 2012 4:43 PM
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Sent: Thursday, June 14, 2012 3:21 PM
To: Katherine Miller
Subject: let me know if you have questions

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Miller, Katherine (DAT)

From: Tam To
Sent: Thursday, December 27, 2012 4:19 PM
To: Miller, Katherine (DAT)
Subject: General Questions

Hi Katherine,

I hope you have a wonderful holiday! I have a general question and I hope you could help me!

If a Back on Track (BOT) participant gains a full time employment, can she or he receives stipend if she/he doing some work related to the program eventhough he/she is graduated from that program? For example: If a graduate BOT participant works from 7:00am to 3:30pm on he/she regular job at Goodwill (but not related to any program), then she/he continues to carry on additional work for BOT program (also at Goodwill) from 3:30pm to 5:30pm, can she/he receives the stipend for the 2 extra hours from the grant? In another word, can a graduated participant continue receives stipend from BOT grant if he/she doing some works related to the program eventhough she/he already has a full time job? The question is raised because the overtime issue. The participant is working extra 2 hours/day for BOT; therefore, the extra hours may be subjected to overtime (she/he works more than 8hrs/day).

I hope my question makes sense to you. I would like to have a clear understanding how the graduate participant stipend disbursement distributed and the complication of receiving wages and stipend at the same time. Thank you so much for helping me.

Warm Regards,

TAM T. TO | Controller | Finance Department| Phone **(415) 575-2111** | Fax **(415) 575-2171**



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Miller, Katherine (DAT)

From: Tam To
Sent: Friday, December 21, 2012 3:16 PM
To: katherine.miller@sfgov.org; Megan Kenny
Cc: Sheila.Arcelona@sfgov.org
Subject: RE: BOT invoice for November
Attachments: Revised Nov Invoice Montly Index.xlsx

Hi Katherine,

Attached above is the revise monthly Index sheet to reflect the DOJ funding per your request. Should you have any questions or need further information, please let me know.

Have a wonderful Holiday!

Tam

-----Original Message-----

From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]
Sent: Friday, December 21, 2012 3:06 PM
To: Tam To; Megan Kenny
Cc: Sheila.Arcelona@sfgov.org
Subject: BOT invoice for November

Hi Tam and Megan

I am reviewing BOT invoices while Maria McKee is on maternity leave.

As you know, we are trying to spend down the DOJ funds before the grant period ends. I noticed that \$504.30 was charged to the general fund.

Could you please revise the invoice to charge that amount to the DOJ index code?

Thank you,

Katy

Katherine Weinstein Miller

Director of Policy & Assistant District Attorney Office of San Francisco District Attorney George Gascón

850 Bryant Street, Room 322

San Francisco, CA 94103

P: (415) 553-1110

F: (415) 575-8815

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Miller, Katherine (DAT)

From: Cristine DeBerry
Sent: Thursday, December 20, 2012 10:54 AM
To: Katherine Miller
Subject: bot expansion
Attachments: BOT expanded eligibility.doc

(See attached file: BOT expanded eligibility.doc)

Cristine Soto DeBerry
Chief of Staff
Office of District Attorney George Gascón
850 Bryant Street, Third Floor
San Francisco, CA 94103
work: (415) 553-1747
cristine.deberry@sfgov.org

Miller, Katherine (DAT)

From: Joanna Hernandez
Sent: Thursday, December 13, 2012 8:51 PM
To: All Goodwill Staff
Cc: Liz.Tarchi@sfgov.org; gregory.mendez@sfgov.org; katherine.miller@sfgov.org
Subject: BOT 4th annual Holiday Dinner
Attachments: photo.JPG; ATT00001.txt

I first would like to start this email by saying a big thank you to David Walker, Debbie Alvarez Rodriguez, Nigel Henry Family Services Agency and the San Francisco District Attorney George Gascon for coming out to support the BOT participants this evening. Each participant received an individual certificate outlining their individual success while in the program. The BOT and FSA staff also received a certificate of appreciation for all their hard work and dedication in helping our young people overcome the obstacles and barriers to employment. Having events like this and seeing the Big smiles is what makes me more passionate to do the work that I do everyday. Once again thank you to GW and the DA's office for continuing to support such an amazing program and giving these young people a second chance.

[http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature1_sfgoodwill.gif]<<http://www.sfgoodwill.org/>>
[http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature2_facebook.gif]
<<http://www.facebook.com/sfgoodwill>> [http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature3_twitter.gif] <<http://twitter.com/sfgoodwill>> [http://sfgoodwill.org/wp-content/themes/dejavu/images/gwsignature4_sfgoodwill.gif]

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Miller, Katherine (DAT)

From: Tara Anderson
Sent: Tuesday, December 11, 2012 6:08 AM
To: Katherine Miller; Sheila Arcelona
Subject: Fw: Budget Modification GAN has been Approved

BOT GAN approved.
Best,

Tara Regan Anderson, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553-1203
tara.anderson@sfgov.org

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----- Forwarded by Tara Anderson/DA/SFGOV on 12/11/2012 06:09 AM -----

From: donot-reply@ojp.usdoj.gov
To: tara.anderson@sfgov.org
Date: 12/11/2012 05:32 AM
Subject: Budget Modification GAN has been Approved

The request for Budget Modification GAN for 2009-D1-BX-0104 has been approved. Please access GMS for more information regarding GAN Number 010.

Miller, Katherine (DAT)

From: Maria McKee
Sent: Friday, December 07, 2012 3:47 PM
To: Miller, Katherine (DAT)
Subject: BOT Housing Question

Hi Katy,

I found nothing in the OJP financial guide that would lead me to believe that fee for service housing would be a problem. It might even be better - as we don't have to make the housing provider a subrecipient, if they are just providing "goods and services"

"Subawards, also known as subcontracts or subgrants, refer to the award of financial assistance in the form of money (or property in lieu of money), made by you under your award to an eligible subrecipient or by a subrecipient to a lower-tier subrecipient.

■■Subawards are used when the intent is to have another organization help carry out a portion of the scope of work described in your award application.

■■It does not matter what the legal agreement between your organization and the subrecipient is called (subaward, subcontract, subgrant, purchase order). A subaward is designed to help you carry out the program for which you were awarded funding.

■■A subaward does not apply to the procurement of goods or services."

Goodwill should just include this in the Participant Stipends & Graduate Services line item of their budget.

Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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Miller, Katherine (DAT)

From: Maria McKee
Sent: Friday, December 07, 2012 1:10 PM
To: Anderson, Maria
Cc: Katherine Miller
Subject: Re: Back on Track - 2009-D1-BX-0104

Dear Maria,

Shortly, I will submit the corrected budget as requested for our most recent GAN via GMS.

As you will note, there are food costs included under the replication event costs, however these costs were allowable expenses at the time they were incurred (prior to guideline change).

Sincerely,
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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 "Anderson, Maria" ---11/21/2012 02:51:16 PM---Thanks. Maria Anderson

From: "Anderson, Maria" <Maria.Anderson@usdoj.gov>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Date: 11/21/2012 02:51 PM
Subject: Re: Back on Track - 2009-D1-BX-0104

Thanks.
Maria Anderson

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Wednesday, November 21, 2012 04:55 PM
To: Anderson, Maria
Cc: katherine.miller@sfgov.org <katherine.miller@sfgov.org>
Subject: Re: Back on Track - 2009-D1-BX-0104

Hi Maria,

Prior to changes in allowable expenses associated with the grant, graduation costs covered all costs associated with each graduation event, including food. Since the regulation changed, the costs are now limited to certificates for the graduates, and a plaque/award for a community provider.

Please let me know if you have any other questions.

Thanks and Happy Thanksgiving!

Maria

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From: "Anderson, Maria" <Anderson.Maria@usdoj.gov>
To: "maria.mckee@sfgov.org" <maria.mckee@sfgov.org>
Date: 11/21/2012 05:56 AM
Subject: Back on Track - 2009-D1-BX-0104

What type of costs are you planning within the graduation costs? Thanks,

*Maria Anderson
State Policy Advisor*

Maria.anderson@usdoj.gov
202-514-7057

Miller, Katherine (DAT)

From: Megan Kenny
Sent: Wednesday, December 05, 2012 11:45 AM
To: Tarchi, Liz (DAT); McKee, Maria (DAT); Miller, Katherine (DAT)
Cc: Mendez, Gregory (DAT); Joanna Hernandez; Sunny Suppa
Subject: November BOT Monthly Report
Attachments: DA-BOT Monthly Report (Nov2012)_Final.doc

Dear All,

Attached please find the November Back on Track report for your review. Please feel free to contact us if you have any questions.

Thanks,

MEGAN KENNY | Director of Operations | People Services | **(415) 575-2136**



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Miller, Katherine (DAT)

From: Tara Anderson
Sent: Wednesday, November 28, 2012 10:49 AM
To: Miller, Katherine (DAT); DeBerry, Cristine (DAT)
Subject: Back on Track names

How about....

OASIS

Opportunity -> Accountability ->Supervision->Intervention->Success

An oasis is a pleasant or peaceful area or period in the midst of a difficult, troubled, or hectic place or situation.

Tara Regan Anderson, MPP
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Cc: Miller, Katherine (DAT)
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 "Anderson, Maria" ---11/21/2012 05:56:44 AM---What type of costs are you planning within the graduation costs? Thanks, Maria Anderson

From: "Anderson, Maria"
To: "maria.mckee@sfgov.org"
Date: 11/21/2012 05:56 AM
Subject: Back on Track - 2009-D1-BX-0104

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Maria Anderson

State Policy Advisor

Maria.anderson@usdoj.gov

202-514-7057

Miller, Katherine (DAT)

From: Sheila Arcelona
Sent: Tuesday, November 20, 2012 10:42 AM
To: McKee, Maria (DAT)
Cc: Miller, Katherine (DAT)
Subject: Re: Budget Modification Documents for GAN/GMS

Yes, I agree. Great job.

Sheila Arcelona
Assistant Chief, Finance & Administration
San Francisco District Attorney's Office
850 Bryant Street, Room 305
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To: Katherine Miller/DA/SFGOV@SFGOV
Cc: Sheila Arcelona/DA/SFGOV@SFGOV
Date: 11/16/2012 05:05 PM
Subject: Re: Budget Modification Documents for GAN/GMS

All of the budget narrative, except the Goodwill part should maybe be in the past tense, since all of it has already happened/been paid for....

Sheila - does that make sense?

Thanks,
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón

City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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 Katherine Miller---11/16/2012 04:39:20 PM---Looks great. I have the most minor feedback: do you think the part about Prince George's county sho

From: Katherine Miller/DA/SFGOV
To: Maria McKee/DA/SFGOV@sfgov
Cc: Sheila Arcelona/DA/SFGOV@sfgov
Date: 11/16/2012 04:39 PM
Subject: Re: Budget Modification Documents for GAN/GMS

Looks great. I have the most minor feedback: do you think the part about Prince George's county should be in the past tense, since that visit already happened?

Katherine Weinstein Miller
Director of Policy & Assistant District Attorney
Office of San Francisco District Attorney George Gascón
850 Bryant Street, Room 322
San Francisco, CA 94103
P: (415) 553-1110
F: (415) 575-8815

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 Maria McKee---11/16/2012 04:27:37 PM---Hi Sheila and Katy, Attached, please find the long awaited budget modification request memo and Shei

From: Maria McKee/DA/SFGOV
To: Sheila Arcelona/DA/SFGOV@sfgov, Katherine Miller/DA/SFGOV@sfgov
Date: 11/16/2012 04:27 PM
Subject: Budget Modification Documents for GAN/GMS

Hi Sheila and Katy,

Attached, please find the long awaited budget modification request memo and Sheila's budget/narrative for what should be our very last budget modification for BOT.

Feedback welcome!

[attachment "BudgetModificationRequest_SFBOT_11.16.12.doc" deleted by Katherine Miller/DA/SFGOV]
[attachment "Memo_BudgetModificationRequest_SFBOT_11.16.12.doc" deleted by Katherine Miller/DA/SFGOV]

Thanks!

Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
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Miller, Katherine (DAT)

From: Maria McKee
Sent: Friday, November 16, 2012 12:00 PM
To: Arcelona, Sheila (DAT); Miller, Katherine (DAT)
Subject: Revised Goodwill Budget
Attachments: FY13 Goodwill_BOTBudget Modification_11.14.12.xls

Hi Sheila and Katy,

Attached, please find the revised Goodwill budget - this moves additional funding from our DA budget over to the earmark, so that we can spend the earmark down as planned/by the end of March.

(See attached file: FY13 Goodwill_BOTBudget Modification_11.14.12.xls)

I will finalize the edits to the federal budget modification/GAN (that Sheila sent to us so many moon ago) and send those to you for review prior to submitting on GMS.

Please let me know if you have any questions.

Thanks!
Maria

Maria McKee, MPP
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Miller, Katherine (DAT)

From: Maria McKee
Sent: Friday, November 16, 2012 11:58 AM
To: Megan Kenny
Cc: Miller, Katherine (DAT); Arcelona, Sheila (DAT); Tam To
Subject: RE: Revising Budget Follow Up
Attachments: FY13 Goodwill_BOTBudget Modification_11.14.12.xls

Hi Megan,

This looks great. As you did for October, for each invoice, please bill as much as possible to the earmark. The sooner we spend it down the better.

Thanks!
Maria

Maria McKee, MPP
Grants & Policy Manager
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From: Megan Kenny
To: "Maria.McKee@sfgov.org"
Cc: "katherine.miller@sfgov.org", "Sheila.Arcelona@sfgov.org", Tam To
Date: 11/14/2012 02:05 PM
Subject: RE: Revising Budget Follow Up

Maria,

Attached is our proposed revision. After further review of the travel costs line item, it does not seem like we had to make any changes at this time. I

Please let me know if this works for you.

Thanks,
Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]

Sent: Wednesday, November 14, 2012 12:25 PM
To: Megan Kenny
Cc: katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org; Tam To
Subject: RE: Revising Budget Follow Up

Hi Megan,

I mis-communicated - thanks for catching that.

Any line item that you are charging to DOJ on the **current budget (see attached)** can be covered in the budget revision:

As you can see, currently, the DOJ fund covers:

Employment Specialist
Benefits for the Employment Specialist
Participant & Graduate Services Stipends and Expenses (which includes supportive services for current participants)
Local Transportation
Office Supplies
Printing & Repro
Telecommunications
Client Track Database
Liability Insurance
Custodial Expense
Utilities
Admin Costs (10%)

You may also add:

Criminal Justice Specialists
Benefits for those positions
Staff Training

Things that are **NOT** covered:

Program Director
Manager of Criminal Justice
Benefits for these positions
Travel & Conference Fees

Please let me know if you have any questions.

Thanks!
Maria

Maria McKee, MPP
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message from your e-mail system. Thank you.

From: Megan Kenny <mckenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Cc: Tam To <TTo@sfgoodwill.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Sheila.Arcelona@sfgov.org" <Sheila.Arcelona@sfgov.org>
Date: 11/14/2012 09:56 AM
Subject: RE: Revising Budget Follow Up

Hi Maria,

Thanks for sending this information along. In terms of the DOJ allowable expenses, have the categories shifted since the original budget was developed? The reason why I ask is that in our current FY13 budget, the DOJ funds cover most of the operational expenses including travel, printing, telecommunications, utilities etc and we've been billing against these line items for through the first quarter.

I also wanted to confirm that the participant and graduate services stipends and expenses line also covers supportive services for current participants.

We will work on a budget revision and get it to you by end of week or EOD Monday at the latest.

Thanks,
Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Tuesday, November 13, 2012 1:39 PM
To: Megan Kenny
Cc: Tam To; katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org
Subject: Revising Budget Follow Up

Hi Megan,

Thanks again for coming down this morning to review the budget. Here is the promised follow up information:

1. Current FY 12/13 budget:

2. Please change the funding break down as follows (please note the new end date for the DOJ funds):

-DA: \$127,149
-DOJ (7/1/12 - 3/31/12): \$87,851
TOTAL: \$215,000

3. As discussed, we want to spend the earmark as quickly as possible, starting with October. Please move all allowable costs over to the earmark, until it is spent down.

After checking in with Sheila Arcelona, our Assistant Chief, Finance & Administration, **these are the allowable categories that you can charge to DOJ:**

Criminal Justice Specialists
Employment Specialist
Benefits for those positions
Participant & Graduate Services Stipends and Expenses (excluding meals)
Staff Training

Overhead

This isn't as much as we were hoping, but hopefully, it is enough to reach our goal of spending the DOJ funds down no later than 3/31/13.

4. Please modify any other line items as necessary (i.e. Increase Travel - though this item won't be on the DOJ funding).

Please let me know if you have any questions or feedback. If possible, it would be great to modify your budget before Thanksgiving. I will need to submit a budget modification to DOJ as well, and I'm hoping to finalize that before the end of November.

Thanks!!

Sincerely,
Maria

Maria McKee, MPP
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From: Megan Kenny <mckenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Marie.McKee@sfgov.org>
Date: 11/06/2012 09:12 AM
Subject: RE: Confirm: 11/13 11AM - Budget

No problem. See you then.

From: Marie.McKee@sfgov.org [mailto:Marie.McKee@sfgov.org]
Sent: Wednesday, November 07, 2012 5:17 PM
To: Megan Kenny
Subject: RE: Confirm: 11/13 11AM - Budget

Let's do 11:30. Thanks for being flexible! (I am almost 8 months pregnant and I waddle slowly :)

Please come to my office, Room 310 at 850 Bryant Street (3rd Floor). My name is on the door.

-Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
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maria.mckee@sfgov.org

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From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria McKee@sfgov.org" <Maria.McKee@sfgov.org>
Date: 11/07/2012 04:00 PM
Subject: RE: Confirm: 11/13 11AM - Budget

Hi Maria,

If we do 11:30, I can come to you. Otherwise, I would need you to come here as I have a meeting right up until 11 here at 1500 Mission.

Thanks,
Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Wednesday, November 07, 2012 3:57 PM
To: Megan Kenny
Subject: Confirm: 11/13 11AM - Budget

Hi Megan,

That sounds great. Could you come here, or would you prefer me to come to you?

Thanks,
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322

San Francisco, CA 94103
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From: Megan Kenny <mckenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Cc: David Walker <dwalker@sfgoodwill.org>, Joanna Hernandez <JHernandez@sfgoodwill.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>
"Sheila.Arcelona@sfgov.org" <Sheila.Arcelona@sfgov.org>
Date: 11/07/2012 03:43 PM
Subject: RE: TBOT Staff Allocation Update

Hi Maria,

Thanks for these points of clarification. I am available next Tuesday @ 11am. Please let me know that this works for you.

-Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Wednesday, November 07, 2012 3:06 PM
To: Megan Kenny
Cc: David Walker; Joanna Hernandez; katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org
Subject: RE: TBOT Staff Allocation Update

Hi Megan,

In regards to your last two inquiries:

1. Supportive Services: I think we previously agreed that paying for supportive services from this line item, "Participant & Graduate Services Stipends and Expenses," is okay, so no need to make a change.
2. Sonia/Temp Hire: Your suggestion works there as well. No change. Please be sure to note on the invoice back up that the temp position is also charged to Sonia's line item.

However, we will need to do a budget modification due to Goodwill's slower than expected spend down of the Earmark. On the current Goodwill budget, we have \$55,665 allocated to the Earmark; at your current rate of expenditure, we will only reach \$25,290 by the end of the year. Additionally, after examining our accounting history and Goodwill's actual expenditures to date on the Earmark, it turns out that the current Earmark allocation of \$55,665 is too low, and we will need to move funds over from "DA" to "DOJ". Originally, the Earmark was set to expire on 12/31/12, but we were approved to extend to 3/31/1. It is very important that Goodwill spends down the entire Earmark allocation by that date.

Can you and I meet next week to review the budget in person. Do you have any time on Tuesday, November 13?

Thanks!

Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
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Hi Maria,

A quick question for you regarding our current DA budget for Back on Track. I'm not sure why, but we don't have a specific line item for supportive services for current participants. Up until this point, we have been billing supportive services to the participant stipends and graduate services line item. Would you like us to do a budget mod where we pull out a percentage of those dollars into a separate supportive services line?

Thanks,
Megan

From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <María.McKee@sfgov.org>
Cc: Joanna Hernandez <JHernandez@sfgoodwill.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org> David Walker <dwalker@sfgoodwill.org>
Date: 11/05/2012 12:13 PM
Subject: RE: TBOT Staff Allocation Update

Hi Maria,

Hope all is well. I apologize for the delay in responding to your request regarding the BOT budget. I met with Joanna and David this morning to discuss some programmatic enhancements that they are interested in making to the BOT program, primarily introducing a work based assessment module. This would be an on the job training and assessment component where participants would be eligible for a stipend upon completion of program milestones.

We would propose keeping the budget as is for now. Participant stipends could come from our current stipends line item and we would utilize the 50% of Sonia's salary that is not being billed currently to pay for a temporary hire who can bring assessment expertise to the table. Would this proposal work for you?

Thanks,
Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Thursday, October 11, 2012 12:30 PM
To: Megan Kenny
Cc: Joanna Hernandez; katherine.miller@sfgov.org
Subject: Re: TBOT Staff Allocation Update

Hi Megan,

I believe that Joanna wanted to dedicate some of the current budget to stipended work force training.

Can you send us a draft budget with the change you described for Sonia and any other changes that you are proposing for review and approval?

Thanks,
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
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From: Megan Kenny <mckenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, Ed McCorone <emccrone@fsasf.org>
Cc: Tam To <To@sfgoodwill.org>, David Walker <dwalker@sfgoodwill.org>, Sunny Suppa <ssuppa@sfgoodwill.org>
Date: 10/04/2012 03:49 PM
Subject: TBOT Staff Allocation Update

Dear Maria and Ed,

I wanted to update you on a temporary change that has occurred with our staffing for the BOT project. Due to the low Back on Track service numbers currently, 50% of Sonia Worley's time will be reallocated to provide barrier remediation services to Goodwill participants outside of BOT. You will notice a 25% decrease in our billing for her line item over the next quarter.

At the end of the year, we will re-examine the staffing needs of the program as referrals increase and resume to full staffing as needed. Sonia will continue to work half time supporting the BOT program, alongside her full time colleagues, Isabel and Marie Claire.

I'm happy to answer any questions you may have on this.

Thank you,
Megan

MEGAN KENNY | Director of Operations | People Services | (415) 575-2136

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Miller, Katherine (DAT)

From: Joanna Hernandez
Sent: Thursday, November 15, 2012 3:06 PM
To: Tarchi, Liz (DAT); Miller, Katherine (DAT); McKee, Maria (DAT); David Walker; Tahmal Fleming; Anne Young; Joshua Lachs
Cc: Scott Bruner
Subject: FW: Follow up Report on [REDACTED]'s Relocation to Hawaii
Attachments: photo.jpg; photo.jpg; photo.jpg; photo.jpg; photo.JPG; photo.JPG; photo.jpg; photo.jpg

Please see below

From: Marie-Claire Balea
Sent: Thursday, November 15, 2012 11:44 AM
To: Joanna Hernandez; gregory.mendez@sfgov.org
Subject: Follow up Report on [REDACTED]'s Relocation to Hawaii

Hello,

On November 6, 2012, Joanna and myself escorting [REDACTED] to Honolulu, Hawaii to begin her new life after Back on Track. Upon arrival in Hawaii, the BOT staff escorted [REDACTED] to First Hawaiian Bank to open up a national bank account. Afterwards, BOT staff met with her family and helping her settle in into her new home. It appears that [REDACTED] has a good supportive system that consists of her Aunt, Uncle and many cousins that share in her road of success.

[REDACTED] and BOT staff then we met with the Executive Director and Founder, Chas Williams of WorkNet whom personally provided her with a vocational assessment and thorough intake. Chas as well will provided her with transportation aid; a monthly bus pass for 3 months will be given to her to ensure her connectivity with the Agency. WorkNet also has also begun the process to help her establish residency in Hawaii by assisting her in obtaining a Hawaiian I.D. [REDACTED] BOT staff, and Chas worked a whole day on setting her short term and long term goals as well set her next meetings with Worknet in place. With this being said, [REDACTED] will be a part of a supportive group as well receive therapeutic sessions, workforce development classes, and job placement.

Lastly, [REDACTED] personally showed BOT staff the restaurant she will be working full-time called Mom's Soul Food. She will be one of their premier waitress as well a prep cook. [REDACTED] has expressed her happiness in working in the family business that her Uncle owns. We have the absolute faith that [REDACTED] will be successful in the next chapter of her life.

Please see attached for photos of [REDACTED] and the Back on Track's staff trip to Hawaii. Again, thank you.

Respectfully,

Marie-Claire Balea | Employment Specialist | People Services | Phone: (415) 575-4521 | Fax: (415) 575-2170



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Miller, Katherine (DAT)

From: Joanna Hernandez
Sent: Thursday, November 15, 2012 9:25 AM
To: McKee, Maria (DAT)
Cc: Miller, Katherine (DAT); Tarchi, Liz (DAT); David Walker
Subject: Re: Back on Track Check In: Thursday, November 29?

I am also free

Joanna Hernandez 

On Nov 14, 2012, at 3:58 PM, "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org> wrote:

Hi All,

Does anyone have a time preference? I am free any time before 1:30 PM on November 29.

Thanks,
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
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From: Joanna Hernandez <JHernandez@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>; Megan Kenny <mkenny@sfgoodwill.org>
Cc: "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>; "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>
Date: 11/13/2012 12:52 PM
Subject: RE: Back on Track Check In: Thursday, November 29?

Nov 29th sounds good to me

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Wednesday, November 07, 2012 11:33 AM
To: Joanna Hernandez; Megan Kenny
Cc: katherine.miller@sfgov.org; Liz.Tarchi@sfgov.org
Subject: Back on Track Check In: Thursday, November 29?

Dear Joanna and Megan,

I hope this finds you both well.

I am hoping that you are available for a check in regarding Back on Track the morning of Thursday, November 29. Please let me know if you have a time preference (any time between 9:30 AM and 12 PM).

At this time, we can check in generally about the program, as well as discuss the pending program eligibility expansion and finalization of the orientation power point.

I look forward to hearing from you!

Thanks,
Maria

Maria McKee, MPP
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Miller, Katherine (DAT)

From: Tam To
Sent: Wednesday, November 14, 2012 2:14 PM
To: Megan Kenny; McKee, Maria (DAT)
Cc: Miller, Katherine (DAT); Arcelona, Sheila (DAT)
Subject: RE: Revising Budget Follow Up
Attachments: Oct Revised Invoice.xlsx

Hi Maria,

Attached above is the revised billing to reflect the revised budget. Should you have any questions or need further information, please let me know.

Thanks,

tam

From: Megan Kenny
Sent: Wednesday, November 14, 2012 2:06 PM
To: Maria.McKee@sfgov.org
Cc: katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org; Tam To
Subject: RE: Revising Budget Follow Up

Maria,

Attached is our proposed revision. After further review of the travel costs line item, it does not seem like we had to make any changes at this time. I

Please let me know if this works for you.

Thanks,
Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Wednesday, November 14, 2012 12:25 PM
To: Megan Kenny
Cc: katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org; Tam To
Subject: RE: Revising Budget Follow Up

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I mis-communicated - thanks for catching that.

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Employment Specialist
Benefits for the Employment Specialist
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Liability Insurance
Custodial Expense
Utilities
Admin Costs (10%)

You may also add:

Criminal Justice Specialists
Benefits for those positions
Staff Training

Things that are **NOT** covered:

Program Director
Manager of Criminal Justice
Benefits for these positions
Travel & Conference Fees

Please let me know if you have any questions.

Thanks!
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
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850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Cc: Tam To <TTo@sfgoodwill.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Sheila.Arcelona@sfgov.org" <Sheila.Arcelona@sfgov.org>
Date: 11/14/2012 09:56 AM
Subject: RE: Revising Budget Follow Up

Hi Maria,

Thanks for sending this information along. In terms of the DOJ allowable expenses, have the categories shifted since the original budget was developed? The reason why I ask is that in our current FY13 budget, the DOJ funds cover most of the operational expenses including travel, printing, telecommunications, utilities etc and we've been billing against these line items for through the first quarter.

I also wanted to confirm that the participant and graduate services stipends and expenses line also covers supportive services for current participants.

We will work on a budget revision and get it to you by end of week or EOD Monday at the latest.

Thanks,
Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Tuesday, November 13, 2012 1:39 PM
To: Megan Kenny
Cc: Tam To; katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org
Subject: Revising Budget Follow Up

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1. Current FY 12/13 budget:

2. Please change the funding break down as follows (please note the new end date for the DOJ funds):

-DA: \$127,149
-DOJ (7/1/12 - 3/31/12): \$87,851
TOTAL: \$215,000

3. As discussed, we want to spend the earmark as quickly as possible, starting with October. Please move all allowable costs over to the earmark, until it is spent down.

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Employment Specialist
Benefits for those positions
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Overhead

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4. Please modify any other line items as necessary (i.e. Increase Travel - though this item won't be on the DOJ funding).

Please let me know if you have any questions or feedback. If possible, it would be great to modify your budget before Thanksgiving. I will need to submit a budget modification to DOJ as well, and I'm hoping to finalize that before the end of November.

Thanks!!

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Maria

Maria McKee, MPP
Grants & Policy Manager
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From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Date: 11/08/2012 09:12 AM
Subject: RE: Confirm: 11/13 11AM - Budget

No problem. See you then.

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]

Sent: Wednesday, November 07, 2012 5:17 PM

To: Megan Kenny

Subject: RE: Confirm: 11/13 11AM - Budget

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Date: 11/07/2012 04:00 PM

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Date: 11/07/2012 03:43 PM
Subject: RE: TBOT Staff Allocation Update

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-Megan

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Sent: Wednesday, November 07, 2012 3:06 PM
To: Megan Kenny
Cc: David Walker; Joanna Hernandez; katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org
Subject: RE: TBOT Staff Allocation Update

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Can you and I meet next week to review the budget in person. Do you have any time on Tuesday, November 13?

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Cc: Joanna Hernandez <JHernandez@sfgoodwill.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, David Walker <dwalker@sfgoodwill.org>
Date: 11/05/2012 12:13 PM
Subject: RE: TBOT Staff Allocation Update

Hi Maria,

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We would propose keeping the budget as is for now. Participant stipends could come from our current stipends line item and we would utilize the 50% of Sonia's salary that is not being billed currently to pay for a temporary hire who can bring assessment expertise to the table. Would this proposal work for you?

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From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Thursday, October 11, 2012 12:30 PM
To: Megan Kenny
Cc: Joanna Hernandez; katherine.miller@sfgov.org
Subject: Re: TBOT Staff Allocation Update

Hi Megan,

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Can you send us a draft budget with the change you described for Sonia and any other changes that you are proposing for review and approval?

Thanks,
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To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, Ed McCrone <emccrone@fsasf.org>
Cc: Tam To <TTo@sfgoodwill.org>, David Walker <dwalker@sfgoodwill.org>, Sunny Suppa
<ssuppa@sfgoodwill.org>
Date: 10/04/2012 03:49 PM
Subject: TBOT Staff Allocation Update

Dear Maria and Ed,

I wanted to update you on a temporary change that has occurred with our staffing for the BOT project. Due to the low Back on Track service numbers currently, 50% of Sonia Worley's time will be reallocated to provide barrier remediation services to Goodwill participants outside of BOT. You will notice a 25% decrease in our billing for her line item over the next quarter.

At the end of the year, we will re-examine the staffing needs of the program as referrals increase and resume to full staffing as needed. Sonia will continue to work half time supporting the BOT program, alongside her full time colleagues, Isabel and Marie Claire.

I'm happy to answer any questions you may have on this.

Thank you,
Megan

MEGAN KENNY | Director of Operations | People Services | **(415) 575-2136**

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Miller, Katherine (DAT)

From: Megan Kenny
Sent: Wednesday, November 14, 2012 2:05 PM
To: McKee, Maria (DAT)
Cc: Miller, Katherine (DAT); Arcelona, Sheila (DAT); Tam To
Subject: RE: Revising Budget Follow Up
Attachments: FY13 Goodwill_BOTBudget Modification_11.14.12.xls

Maria,

Attached is our proposed revision. After further review of the travel costs line item, it does not seem like we had to make any changes at this time. I

Please let me know if this works for you.

Thanks,
Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Wednesday, November 14, 2012 12:25 PM
To: Megan Kenny
Cc: katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org; Tam To
Subject: RE: Revising Budget Follow Up

Hi Megan,

I mis-communicated - thanks for catching that.

Any line item that you are charging to DOJ on the **current budget (see attached)** can be covered in the budget revision:

As you can see, currently, the DOJ fund covers:

Employment Specialist
Benefits for the Employment Specialist
Participant & Graduate Services Stipends and Expenses (which includes supportive services for current participants)
Local Transportation
Office Supplies
Printing & Repro
Telecommunications
Client Track Database
Liability Insurance
Custodial Expense
Utilities
Admin Costs (10%)

You may also add:

Criminal Justice Specialists
Benefits for those positions
Staff Training

Things that are **NOT** covered:

Program Director
Manager of Criminal Justice
Benefits for these positions
Travel & Conference Fees

Please let me know if you have any questions.

Thanks!
Maria

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Please let me know if you have any questions or feedback. If possible, it would be great to modify your budget before Thanksgiving. I will need to submit a budget modification to DOJ as well, and I'm hoping to finalize that

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Cc: Tam To <TTo@sfgoodwill.org>, David Walker <dwalker@sfgoodwill.org>, Sunny Suppa
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Date: 10/04/2012 03:49 PM
Subject: TBOT Staff Allocation Update

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Miller, Katherine (DAT)

From: Joanna Hernandez
Sent: Wednesday, November 14, 2012 12:27 PM
To: Prozan, Rebecca (DAT)
Cc: Miller, Katherine (DAT); McKee, Maria (DAT)
Subject: FW: Possible Meet & Greet
Attachments: Back on Track FAQ.doc; BOT Fact Sheet.pdf

FYI thank you

From: Marie-Claire Balea
Sent: Wednesday, November 14, 2012 12:24 PM
To: rosalara@richmondworks.org
Cc: Joanna Hernandez
Subject: Possible Meet & Greet

Hello,

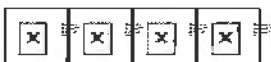
My name is Marie-Claire Balea and I am currently the Employment Specialist for Back on Track, a program of the District Attorney's Office of San Francisco and Goodwill Industries. This program assists first time drug felon offenders. I would love the opportunity to meet with you and explore the services you offer. You may reach me by e-mail at mbalea@sfgoodwill.org or via phone at 415-575-4521 so we may find a mutually agreeable time to meet.

Attached you will find more information about the Back on Track program.

Again, thank you.

Respectfully,

Marie-Claire Balea | Employment Specialist | People Services | Phone: (415) 575-4521 | Fax: (415) 575-2170



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Miller, Katherine (DAT)

From: Maria McKee
Sent: Wednesday, November 14, 2012 12:24 PM
To: Megan Kenny
Cc: katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org; Tam To
Subject: RE: Revising Budget Follow Up
Attachments: Goodwill_BOTBudget_2012_2013.xls

Hi Megan,

I mis-communicated - thanks for catching that.

Any line item that you are charging to DOJ on the **current budget (see attached)** can be covered in the budget revision:

As you can see, currently, the DOJ fund covers:

Employment Specialist

 Benefits for the Employment Specialist

Participant & Graduate Services Stipends and Expenses (which includes supportive services for current participants)

Local Transportation

Office Supplies

Printing & Repro

Telecommunications

Client Track Database

Liability Insurance

Custodial Expense

Utilities

Admin Costs (10%)

You may also add:

Criminal Justice Specialists

 Benefits for those positions

Staff Training

Things that are **NOT** covered:

Program Director

Manager of Criminal Justice

 Benefits for these positions

Travel & Conference Fees

Please let me know if you have any questions.

Thanks!

Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322

San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Cc: Tam To <TTo@sfgoodwill.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Sheila.Arcelona@sfgov.org" <Sheila.Arcelona@sfgov.org>
Date: 11/14/2012 09:56 AM
Subject: RE: Revising Budget Follow Up

Hi Maria,

Thanks for sending this information along. In terms of the DOJ allowable expenses, have the categories shifted since the original budget was developed? The reason why I ask is that in our current FY13 budget, the DOJ funds cover most of the operational expenses including travel, printing, telecommunications, utilities etc and we've been billing against these line items for through the first quarter.

I also wanted to confirm that the participant and graduate services stipends and expenses line also covers supportive services for current participants.

We will work on a budget revision and get it to you by end of week or EOD Monday at the latest.

Thanks,
Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Tuesday, November 13, 2012 1:39 PM
To: Megan Kenny
Cc: Tam To; katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org
Subject: Revising Budget Follow Up

Hi Megan,

Thanks again for coming down this morning to review the budget. Here is the promised follow up information:

1. Current FY 12/13 budget:

2. Please change the funding break down as follows (please note the new end date for the DOJ funds):

-DA: \$127,149
-DOJ (7/1/12 - 3/31/12): \$87,851
TOTAL: \$215,000

3. As discussed, we want to spend the earmark as quickly as possible, starting with October. Please move all allowable costs over to the earmark, until it is spent down.

After checking in with Sheila Arcelona, our Assistant Chief, Finance & Administration, **these are the allowable categories that you can charge to DOJ:**

Criminal Justice Specialists

Employment Specialist

 Benefits for those positions

Participant & Graduate Services Stipends and Expenses (excluding meals)

Staff Training

Overhead

This isn't as much as we were hoping, but hopefully, it is enough to reach our goal of spending the DOJ funds down no later than 3/31/13.

4. Please modify any other line items as necessary (i.e. Increase Travel - though this item won't be on the DOJ funding).

Please let me know if you have any questions or feedback. If possible, it would be great to modify your budget before Thanksgiving. I will need to submit a budget modification to DOJ as well, and I'm hoping to finalize that before the end of November.

Thanks!!

Sincerely,
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
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850 Bryant Street, Room 322
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Phone: (415) 553 1189
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From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Date: 11/08/2012 09:12 AM
Subject: RE: Confirm: 11/13 11AM - Budget

No problem. See you then.

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]

Sent: Wednesday, November 07, 2012 5:17 PM
To: Megan Kenny
Subject: RE: Confirm: 11/13 11AM - Budget

Let's do 11:30. Thanks for being flexible! (I am almost 8 months pregnant and I waddle slowly :)

Please come to my office, Room 310 at 850 Bryant Street (3rd Floor). My name is on the door.

-Maria

Maria McKee, MPP
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From: Megan Kenny <mckenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <María.McKee@sfgov.org>
Date: 11/07/2012 04:00 PM
Subject: RE: Confirm: 11/13 11AM - Budget

Hi Maria,

If we do 11:30, I can come to you. Otherwise, I would need you to come here as I have a meeting right up until 11 here at 1500 Mission.

Thanks,
Megan

From: María.McKee@sfgov.org [mailto:María.McKee@sfgov.org]
Sent: Wednesday, November 07, 2012 3:57 PM
To: Megan Kenny
Subject: Confirm: 11/13 11AM - Budget

Hi Megan,

That sounds great. Could you come here, or would you prefer me to come to you?

Thanks,
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
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From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Cc: David Walker <dwalker@sfgoodwill.org>, Joanna Hernandez <JHernandez@sfgoodwill.org> "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>
"Sheila.Arcelona@sfgov.org" <Sheila.Arcelona@sfgov.org>
Date: 11/07/2012 03:48 PM
Subject: RE: TBOT Staff Allocation Update

Hi Maria,

Thanks for these points of clarification. I am available next Tuesday @ 11am. Please let me know that this works for you.

-Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Wednesday, November 07, 2012 3:06 PM
To: Megan Kenny
Cc: David Walker; Joanna Hernandez; katherine.miller@sfgov.org; Sheila.Arcelona@sfgov.org
Subject: RE: TBOT Staff Allocation Update

Hi Megan,

In regards to your last two inquiries:

1. Supportive Services: I think we previously agreed that paying for supportive services from this line item, "Participant & Graduate Services Stipends and Expenses," is okay, so no need to make a change.
2. Sonia/Temp Hire: Your suggestion works there as well. No change. Please be sure to note on the invoice back up that the temp position is also charged to Sonia's line item.

However, we will need to do a budget modification due to Goodwill's slower than expected spend down of the Earmark. On the current Goodwill budget, we have \$55,665 allocated to the Earmark; at your current rate of expenditure, we will only reach \$25,290 by the end of the year. Additionally, after examining our accounting history and Goodwill's actual expenditures to date on the Earmark, it turns out that the current Earmark allocation of \$55,665 is too low, and we will need to move funds over from "DA" to "DOJ". Originally, the Earmark was set to expire on 12/31/12, but we were approved to extend to 3/31/1. It is very important that Goodwill spends down the entire Earmark allocation by that date.

Can you and I meet next week to review the budget in person. Do you have any time on Tuesday, November 13?

Thanks!

Maria

Maria McKee, MPP
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Hi Maria,

A quick question for you regarding our current DA budget for Back on Track. I'm not sure why, but we don't have a specific line item for supportive services for current participants. Up until this point, we have been billing supportive services to the participant stipends and graduate services line item. Would you like us to do a budget mod where we pull out a percentage of those dollars into a separate supportive services line?

Thanks,

Megan

From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria McKee@sfgov.org" <maria.mckee@sfgov.org>
Cc: Joanna Hernandez <JHernandez@sfgoodwill.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, David Walker <dwalker@sfgoodwill.org>
Date: 11/05/2012 12:13 PM
Subject: RE: TBOT Staff Allocation Update

Hi Maria,

Hope all is well. I apologize for the delay in responding to your request regarding the BOT budget. I met with Joanna and David this morning to discuss some programmatic enhancements that they are interested in making to the BOT program, primarily introducing a work based assessment module. This would be an on the job training and assessment component where participants would be eligible for a stipend upon completion of program milestones.

We would propose keeping the budget as is for now. Participant stipends could come from our current stipends line item and we

would utilize the 50% of Sonia's salary that is not being billed currently to pay for a temporary hire who can bring assessment expertise to the table. Would this proposal work for you?

Thanks,
Megan

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Thursday, October 11, 2012 12:30 PM
To: Megan Kenny
Cc: Joanna Hernandez; katherine.miller@sfgov.org
Subject: Re: TBOT Staff Allocation Update

Hi Megan,

I believe that Joanna wanted to dedicate some of the current budget to stipended work force training.

Can you send us a draft budget with the change you described for Sonia and any other changes that you are proposing for review and approval?

Thanks,
Maria

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From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, Ed McCrone <emccrone@fsasf.org>
Cc: Tam To <TTa@sfgoodwill.org>, David Walker <dwalker@sfgoodwill.org>, Sunny Suppa <ssuppa@sfgoodwill.org>
Date: 10/04/2012 03:49 PM
Subject: TBOT Staff Allocation Update

Dear Maria and Ed,

I wanted to update you on a temporary change that has occurred with our staffing for the BOT project. Due to the low Back on Track service numbers currently, 50% of Sonia Worley's time will be reallocated to provide barrier remediation services to Goodwill

participants outside of BOT. You will notice a 25% decrease in our billing for her line item over the next quarter.

At the end of the year, we will re-examine the staffing needs of the program as referrals increase and resume to full staffing as needed. Sonia will continue to work half time supporting the BOT program, alongside her full time colleagues, Isabel and Marie Claire.

I'm happy to answer any questions you may have on this.

Thank you,
Megan

MEGAN KENNY | Director of Operations | People Services | (415) 575-2136

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Miller, Katherine (DAT)

From: Maria McKee
Sent: Tuesday, November 13, 2012 1:38 PM
To: Megan Kenny
Cc: tto@sfgoodwill.org; Miller, Katherine (DAT); Arcelona, Sheila (DAT)
Subject: Revising Budget Follow Up
Attachments: Goodwill_BOTBudget_2012_2013.xls

Hi Megan,

Thanks again for coming down this morning to review the budget. Here is the promised follow up information:

1. Current FY 12/13 budget:

(See attached file: Goodwill_BOTBudget_2012_2013.xls)

2. Please change the funding break down as follows (please note the new end date for the DOJ funds):

-DA: \$127,149

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TOTAL: \$215,000

3. As discussed, we want to spend the earmark as quickly as possible, starting with October. Please move all allowable costs over to the earmark, until it is spent down.

After checking in with Sheila Arcelona, our Assistant Chief, Finance & Administration, **these are the allowable categories that you can charge to DOJ:**

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Employment Specialist

Benefits for those positions

Participant & Graduate Services Stipends and Expenses (excluding meals)

Staff Training

Overhead

This isn't as much as we were hoping, but hopefully, it is enough to reach our goal of spending the DOJ funds down no later than 3/31/13.

4. Please modify any other line items as necessary (i.e. Increase Travel - though this item won't be on the DOJ funding).

Please let me know if you have any questions or feedback. If possible, it would be great to modify your budget before Thanksgiving. I will need to submit a budget modification to DOJ as well, and I'm hoping to finalize that before the end of November.

Thanks!!

Sincerely,
Maria

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 Megan Kenny -- 11/08/2012 09:12:54 AM -- No problem. See you then. From: Marie.McKee@sfgov.org [mailto:Marie.McKee@sfgov.org]

From: Megan Kenny
To: "Marie.McKee@sfgov.org"
Date: 11/08/2012 09:12 AM
Subject: RE: Confirm: 11/13 11AM - Budget

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From: Marie.McKee@sfgov.org [mailto:Marie.McKee@sfgov.org]
Sent: Wednesday, November 07, 2012 5:17 PM
To: Megan Kenny
Subject: RE: Confirm: 11/13 11AM - Budget

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To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Cc: David Walker <dwalker@sfgoodwill.org>, Joanna Hernandez <JHernandez@sfgoodwill.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Sheila.Arcelona@sfgov.org" <Sheila.Arcelona@sfgov.org>
Date: 11/07/2012 03:43 PM
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To: Megan Kenny
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Megan

From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <María.McKee@sfgov.org>
Cc: Joanna Hernandez <JHernandez@sfgoodwill.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, David Walker <dwalker@sfgoodwill.org>
Date: 11/05/2012 12:13 PM
Subject: RE: TBOT Staff Allocation Update

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Sent: Thursday, October 11, 2012 12:30 PM
To: Megan Kenny
Cc: Joanna Hernandez; katherine.miller@sfgov.org
Subject: Re: TBOT Staff Allocation Update

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From: Megan Kenny <mkenny@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, Ed McCrone <emccrone@fsasf.org>
Cc: Tam To <TTo@sfgoodwill.org>, David Walker <dwalker@sfgoodwill.org>, Sunny Suppa <ssuppa@sfgoodwill.org>
Date: 10/04/2012 03:49 PM
Subject: TBOT Staff Allocation Update

Dear Maria and Ed,

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I'm happy to answer any questions you may have on this.

Thank you,
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MEGAN KENNY | Director of Operations | People Services | (415) 575-2136

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Miller, Katherine (DAT)

From: Rebecca Prozan
Sent: Wednesday, November 14, 2012 11:03 AM
To: Patrick Regan; Joanna Hernandez; McKee, Maria (DAT); Miller, Katherine (DAT)
Subject: back on track partnerships.....

Joanna

I think I *might* have found a great organization to pair with Back on Track participants.

Meet my friend Patrick Regan of Community Vocational Enterprises (www.cve.org). They have a janitorial program that may work.

I'm hoping you two can discuss and see if this will work. Keep me posted.

Rebecca

Rebecca J. Prozan, Esq.
Director of Community Relations
Office of District Attorney George Gascón
850 Bryant Street, Room 300
San Francisco, California
415.558.2449 direct
415.575.8815 fax

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Miller, Katherine (DAT)

From: Maria McKee
Sent: Friday, November 02, 2012 9:27 AM
To: Miller, Katherine (DAT)
Subject: Re: Fw: Back on Track Check In
Attachments: Eligibility_BackonTrack_7.26.12_v2.doc

P.S. This the last draft of the memo that Liz and I worked on for BOT expansion (from July)

(See attached file: Eligibility_BackonTrack_7.26.12_v2.doc)

Maria McKee---11/02/2012 08:13:48 AM---Any preference re: meeting dates with Goodwill? Also - can we edit this memo as per Liz's suggestion

From: Maria McKee/DA/SFGOV
To: Katherine Miller/DA/SFGOV@SFGOV
Date: 11/02/2012 08:13 AM
Subject: Fw: Back on Track Check In

Any preference re: meeting dates with Goodwill?

Also - can we edit this memo as per Liz's suggestion?

Thanks,
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascon
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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----- Forwarded by Maria McKee/DA/SFGOV on 11/02/2012 08:13 AM -----

From: Liz Tarchi/DA/SFGOV
To: Maria McKee/DA/SFGOV@SFGOV
Cc: Katherine Miller/DA/SFGOV@SFGOV

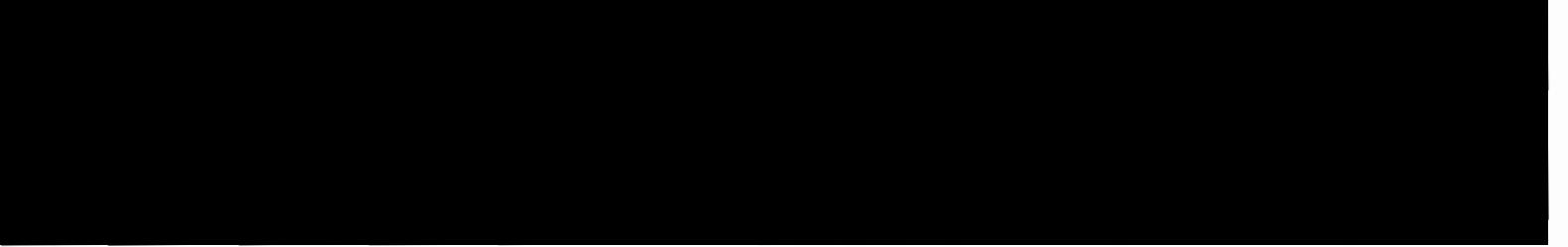
Date: 11/01/2012 10:23 AM
Subject: Re: Back on Track Check In

Hi Maria:

Nothing beats autumn in New York...weather was beautiful and it was wonderful visiting my daughter, who fortunately is safe and with electricity but her work place in Chelsea is flooded... :-(

So pleased to hear the boss has signed off on the BOT expansion criteria....hooray! Re meeting times with Goodwill, I am generally available, but can you please call or come by so we can match our schedules? Easier than listing for the next two weeks. I'm sure we will find times/dates that work for all of us in the next two weeks.

This is exciting, to say the least! I do have a typo correction:



Liz

Elizabeth Aguilar Tarchi
Assistant District Attorney
Office of the San Francisco District Attorney
Hall Of Justice
850 Bryant Street
San Francisco, CA 94103
Tel: (415)553-1087
FAX: (415) 575-8815

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 Maria McKee---11/01/2012 09:15:04 AM---Hi Liz, I hope you had a great time in NYC!

From: Maria McKee/DA/SFGOV
To: Liz.tarchi@sfgov.org, Katherine Miller/DA/SFGOV@SFGOV
Date: 11/01/2012 09:15 AM
Subject: Back on Track Check In

Hi Liz,

I hope you had a great time in NYC!

I'm hoping to set up a check in with Goodwill next week or the week after. This would be the monthly check in. Are there any days/times that work better for you?

Attached, please find the expanded BOT criteria, which the DA has signed off on. We can review this with Goodwill at the meeting.

Thanks,

Maria[attachment "BOT expanded eligibility.doc" deleted by Liz Tarchi/DA/SFGOV]

Miller, Katherine (DAT)

From: Maria McKee
Sent: Thursday, November 01, 2012 9:15 AM
To: Tarchi, Liz (DAT); Miller, Katherine (DAT)
Subject: Back on Track Check In
Attachments: BOT expanded eligibility.doc

Hi Liz,

I hope you had a great time in NYC!

I'm hoping to set up a check in with Goodwill next week or the week after. This would be the monthly check in. Are there any days/times that work better for you?

Attached, please find the expanded BOT criteria, which the DA has signed off on. We can review this with Goodwill at the meeting.

Thanks,
Maria

Miller, Katherine (DAT)

From: Cristine DeBerry
Sent: Tuesday, October 30, 2012 9:29 AM
To: Maria McKee
Cc: Katherine Miller
Subject: Re: Back on Track Charge Expansion
Attachments: BOT expanded eligibility.doc

(See attached file: BOT expanded eligibility.doc)

Cristine Soto DeBerry
Chief of Staff
Office of District Attorney George Gascón
850 Bryant Street, Third Floor
San Francisco, CA 94103
work: (415) 553-1747
cristine.deberry@sfgov.org

 Maria McKee---10/29/2012 04:20:53 PM---Hi Cristine, Did you have an electronic version of the expanded Back on Track charges that George si

From: Maria McKee/DA/SFGOV
To: Cristine DeBerry/DA/SFGOV@sfgov
Cc: Katherine Miller/DA/SFGOV@sfgov
Date: 10/29/2012 04:20 PM
Subject: Back on Track Charge Expansion

Hi Cristine,

Did you have an electronic version of the expanded Back on Track charges that George signed off on?

If so, could you send them to us?

Thanks!
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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Miller, Katherine (DAT)

From: Tara Anderson
Sent: Wednesday, October 24, 2012 9:30 AM
To: Maria McKee; Sheila Arcelona; Katherine Miller
Subject: Fw: Change Project Period GAN has been Approved

Congrats.

Tara Regan Anderson, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553-1203
tara.anderson@sfgov.org

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----- Forwarded by Tara Anderson/DA/SFGOV on 10/24/2012 09:30 AM -----

From: donot-reply@ojp.usdoj.gov
To: tara.anderson@sfgov.org
Date: 10/24/2012 08:59 AM
Subject: Change Project Period GAN has been Approved

The request for Change Project Period GAN for 2009-D1-BX-0104 has been approved. Please access GMS for more information regarding GAN Number 009.

Miller, Katherine (DAT)

From: Sheila Arcelona
Sent: Tuesday, October 23, 2012 1:42 PM
To: Maria McKee
Cc: Katherine Miller
Subject: Re: Summary of Next Steps for Back on Track/Goodwill

Homework #2 from me:

Lauren Bell was charged to the grant for 8 hours per week from July 2010 to January 2012.
Katy Miller was charged to the grant for 8 hours per week from July 2010 to December 24, 2010.

Sheila Arcelona
Assistant Chief, Finance & Administration
San Francisco District Attorney's Office
850 Bryant Street, Room 305
San Francisco, CA 94103
Desk: (415) 734-3018
Fax: (415) 553-9700

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 Maria McKee---10/17/2012 04:01:09 PM---Hi Sheila and Katy, Thanks again for meeting today - it
REALLY helped me :)

From: Maria McKee/DA/SFGOV
To: Sheila Arcelona/DA/SFGOV@SFGOV, Katherine Miller/DA/SFGOV@SFGOV
Date: 10/17/2012 04:01 PM
Subject: Summary of Next Steps for Back on Track/Goodwill

Hi Sheila and Katy,

Thanks again for meeting today - it REALLY helped me :)

Here are the identified next steps:

Sheila

1. Provide a breakdown for each fiscal year of the grant of Goodwill expenditures on the Earmark
2. Update Katy about the time-sheets

3. Request all Goodwill invoices for this project

Katy

1. Look for 11/12 Goodwill budget (and any other budgets you can find!)

Maria

1. Ask Lauren about where I might be able to find prior Goodwill budgets/contracts
2. Write memo to request 3 month No Cost Extension ASAP
3. Inform Goodwill that in revising July and August invoices, they only need to provide first two pages and provide memo explaining what line items were moved from General Fund to Earmark.
4. Once we figure out prior expenditures, inform Goodwill, and work with them to revise FY 12/13 budget.

Anything else?

Thanks!

Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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Miller, Katherine (DAT)

From: Sheila Arcelona
Sent: Monday, October 22, 2012 3:36 PM
To: Maria McKee
Cc: Katherine Miller
Subject: Re: Summary of Next Steps for Back on Track/Goodwill
Attachments: Goodwill recon.xlsx

Here's my first homework, breakdown of expenditures.

(See attached file: Goodwill recon.xlsx)

Sheila Arcelona
Assistant Chief, Finance & Administration
San Francisco District Attorney's Office
850 Bryant Street, Room 305
San Francisco, CA 94103
Desk: (415) 734-3018
Fax: (415) 553-9700

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 Maria McKee---10/17/2012 04:01:09 PM---Hi Sheila and Katy, Thanks again for meeting today - it REALLY helped me :)

From: Maria McKee/DA/SFGOV
To: Sheila Arcelona/DA/SFGOV@SFGOV, Katherine Miller/DA/SFGOV@SFGOV
Date: 10/17/2012 04:01 PM
Subject: Summary of Next Steps for Back on Track/Goodwill

Hi Sheila and Katy,

Thanks again for meeting today - it REALLY helped me :)

Here are the identified next steps:

Sheila

1. Provide a breakdown for each fiscal year of the grant of Goodwill expenditures on the Earmark
2. Update Katy about the time-sheets

3. Request all Goodwill invoices for this project

Katy

1. Look for 11/12 Goodwill budget (and any other budgets you can find!)

Maria

1. Ask Lauren about where I might be able to find prior Goodwill budgets/contracts
2. Write memo to request 3 month No Cost Extension ASAP
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4. Once we figure out prior expenditures, inform Goodwill, and work with them to revise FY 12/13 budget.

Anything else?

Thanks!

Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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Miller, Katherine (DAT)

From: Joanna Hernandez
Sent: Tuesday, October 16, 2012 2:16 PM
To: 'katherine.miller@sfgov.org'
Subject: for your approval

Hello,

Please see below the total cost for staff to escort ██████████ to Hawaii. Again, thank you.

Total trip cost to Hawaii \$1,348.62:

Flight + Hotel + Car Package

Airline ticket(s): 2

Hotel night(s): 3 Rooms: 1

Car rental days: 4

Your savings for booking together

-\$69.39

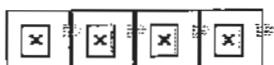
Total for package deal

Food \$20X3 = 60X2 \$1,248.62

120.00

TOTAL: \$1,348.62

Joanna Hernandez | Criminal Justice & Reentry Manager | People Services | (415)575-2190 Fax(415)575-2170



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Miller, Katherine (DAT)

From: Joanna Hernandez
Sent: Tuesday, October 16, 2012 2:15 PM
To: Miller, Katherine (DAT)
Subject: RE: [REDACTED] emergency trip back home

Because she is a DV victim and we don't think it's a good idea to travel alone with her for safety concerns

-----Original Message-----

From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]
Sent: Tuesday, October 16, 2012 2:09 PM
To: Joanna Hernandez
Subject: Re: [REDACTED] emergency trip back home

Sure. Why 2 staff?

On Oct 16, 2012, at 1:54 PM, "Joanna Hernandez" <JHernandez@sfgoodwill.org> wrote:

> Yes for 2 staff I will send a updated budget. Can I please get one
> email

stating that you approve this trip once we submit an updated budget?

>

> -----Original Message-----

> From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]
> Sent: Tuesday, October 16, 2012 1:15 PM

> To: Joanna Hernandez

> Cc: 'Gregory.Mendez@sfgov.org'; 'Liz.Tarchi@sfgov.org';
'Maria.McKee@sfgov.org'

> Subject: Re: [REDACTED] emergency trip back home

>

> Joanna, we have checked into our funding restrictions and are able to

> go

ahead and approve this request.

> Are you requesting any funding for food/incidental expenses?

>

> Best,

> Katy

>

> Katherine Weinstein Miller

> Director of Policy & Assistant District Attorney Office of San

> Francisco

District Attorney George Gascón

> 850 Bryant Street, Room 322

> San Francisco, CA 94103

> P: (415) 553-1110

> F: (415) 575-8815

>

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message. If you have received this communication in error, please notify us immediately by e-mail and delete the
original message.

>
>
>
> From:Joanna Hernandez <JHernandez@sfgoodwill.org>
> To:"Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>
> Cc:"Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>,
> "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>,
> "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
> Date:10/16/2012 8:49 AM
> Subject: [REDACTED] emergency trip back home
>
>
>
>
> Mr. Mendez,
>
>

> Please see below the summary for [REDACTED]s Trip:

>
> The following has been arranged;
>
> Work Net (Career Center): Spoke with the executive director and
>> founder

Chas Williams who stated he could provide [REDACTED] with the following upon arrival;

> - She will be receiving a Vocational Assessment at Work Net-
There

> is however a \$45.00 fee due to the agency being a "fee for service
agency".

> - She will be provided with Transportation aid; a monthly bus
pass

> can be purchased for her and given to her to ensure her connectivity

> with

the Agency. A monthly bus pass costs \$60/month; we will be purchasing 3 monthly passes for her. (3 months @
\$60/month for a total of \$180.00)

> - Work Net will be able to help her establish residency in
Hawaii

> by assisting her in obtaining a Hawaiian I.D. (for a cost of \$15.00)

Staff at Work Net will be available to escort her to all meetings and services once the initial meeting/ assessment is
established. The total cost for Services at Work Net will be as follows; \$ 45.00 – Vocational Assessment

> \$180.00 – Transportation Assistance

> \$ 15.00 – Employment Documents, Identification

> \$240.00 - Total

> Domestic Violence Action Center:

[REDACTED] has a Phone Interview @2:30pm tomorrow afternoon with the
Domestic Violence Action Center for an intake. During her intake they will set up a more detailed plan for services.

>

> Per our conversation please respond via email for approval of this
> plan
so that we can move forward with booking flights and setting a final date.

>
> Please see below the total cost for staff to escort ██████████ to
Hawaii. Again, thank you.

> Total trip cost to Hawaii \$1,065.97:

>

>

> Flight + Hotel + Car Package

>

> Airline ticket(s): 2

>

> Hotel night(s): 3 Rooms: 1

>

> Car rental days: 4

>

> Description: ValueYour savings for booking together -\$38.46

>

> Total \$1,065.97

>

>

>

> I need your approval in writing ASAP so that we can book this trip.

>

>

>

> Thank you,

> Joanna Hernandez | Criminal Justice & Reentry Manager | People

> Services

|

> (415)575-2190 Fax(415)575-2170

>

>

>

>

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103

Miller, Katherine (DAT)

From: Joanna Hernandez
Sent: Tuesday, October 16, 2012 1:54 PM
To: Miller, Katherine (DAT)
Cc: Mendez, Gregory (DAT); Tarchi, Liz (DAT); McKee, Maria (DAT)
Subject: RE: [REDACTED]'s emergency trip back home

Yes for 2 staff I will send a updated budget. Can I please get one email stating that you approve this trip once we submit an updated budget?

-----Original Message-----

From: katherine.miller@sfgov.org [mailto:katherine.miller@sfgov.org]
Sent: Tuesday, October 16, 2012 1:15 PM
To: Joanna Hernandez
Cc: 'Gregory.Mendez@sfgov.org'; 'Liz.Tarchi@sfgov.org'; 'Maria.McKee@sfgov.org'
Subject: Re: [REDACTED]'s emergency trip back home

Joanna, we have checked into our funding restrictions and are able to go ahead and approve this request.
Are you requesting any funding for food/incidental expenses?

Best,
Katy

Katherine Weinstein Miller
Director of Policy & Assistant District Attorney Office of San Francisco District Attorney George Gascón
850 Bryant Street, Room 322
San Francisco, CA 94103
P: (415) 553-1110
F: (415) 575-8815

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are not an intended recipient, you may not review, copy or distribute this message. If you have received this
communication in error, please notify us immediately by e-mail and delete the original message.

From:Joanna Hernandez <JHernandez@sfgoodwill.org> To:""Gregory.Mendez@sfgov.org""
<Gregory.Mendez@sfgov.org> Cc:""Liz.Tarchi@sfgov.org"" <Liz.Tarchi@sfgov.org>,
""katherine.miller@sfgov.org"" <katherine.miller@sfgov.org>,
""Maria.McKee@sfgov.org"" <Maria.McKee@sfgov.org>
Date:10/16/2012 08:49 AM
Subject:[REDACTED]'s emergency trip back home

Mr. Mendez,

Please see below the summary for [REDACTED]'s Trip:

The following has been arranged;

Work Net (Career Center): Spoke with the executive director and founder Chas Williams who stated he could provide Tracie with the following upon arrival;

- She will be receiving a Vocational Assessment at Work Net- There is however a \$45.00 fee due to the agency being a "fee for service agency".
- She will be provided with Transportation aid; a monthly bus pass can be purchased for her and given to her to ensure her connectivity with the Agency. A monthly bus pass costs \$60/month; we will be purchasing 3 monthly passes for her. (3 months @ \$60/month for a total of \$180.00)
- Work Net will be able to help her establish residency in Hawaii by assisting her in obtaining a Hawaiian I.D. (for a cost of \$15.00) Staff at Work Net will be available to escort her to all meetings and services once the initial meeting/ assessment is established. The total cost for Services at Work Net will be as follows; \$ 45.00 – Vocational Assessment
\$180.00 – Transportation Assistance
\$ 15.00 – Employment Documents, Identification
\$240.00 - Total

Domestic Violence Action Center:

[REDACTED] has a Phone Interview @2:30pm tomorrow afternoon with the Domestic Violence Action Center for an intake. During her intake they will set up a more detailed plan for services.

Per our conversation please respond via email for approval of this plan so that we can move forward with booking flights and setting a final date.

Please see below the total cost for staff to escort [REDACTED] to Hawaii. Again, thank you.

Total trip cost to Hawaii \$1,065.97:

Flight + Hotel + Car Package

Airline ticket(s): 2

Hotel night(s): 3 Rooms: 1

Car rental days: 4

Description: ValueYour savings for booking together -\$38.46

Total	\$1,065.97
-------	------------

I need your approval in writing ASAP so that we can book this trip.

Thank you,

Joanna Hernandez | Criminal Justice & Reentry Manager | People Services |

(415)575-2190 Fax(415)575-2170

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(100)

Miller, Katherine (DAT)

From: Maria McKee
Sent: Tuesday, October 16, 2012 1:08 PM
To: Katherine Miller
Subject: Fw: ██████████'s emergency trip back home
Attachments: Controller_TravelPolicy.pdf

Hi Katy,

It appears that this expense is okay per federal policy (see below). And it appears that it is okay, per the City's travel policy (please see attached) - though Goodwill should review the city guidelines to make sure that they are meeting the requirements (which mostly have to do with getting the cheapest rates).

I don't see meal or incidental costs - are they not asking for those?

(See attached file: Controller_TravelPolicy.pdf)

I think we should ask Eugene and Sheila as well...

-Maria

DOJ/OJP Financial Guide, page 60

Travel

Travel expenses are allowable costs for employees who are in travel status on official business related to the award. These costs must be in accordance with Federal policy or an organizationally approved travel policy.

For domestic travel, award recipients may follow their own established travel rates.

- The Office of the Chief Financial Officer reserves the right to determine the reasonableness of those rates.
- If you do not have a written travel policy, you must abide by the Federal travel policy.
- Subrecipients of States must follow their State's established travel policies.
- If a State does not have established travel policy, the subrecipient must abide by the Federal travel policy including per diem rates.
- The current travel policy and per diem rate information is available at the Per Diem Rates section of the U.S. General Services Administration website.

Foreign travel is defined as any travel outside of Mexico, Canada, and the United States and its Territories and possessions.

- For an award recipient or subrecipient located outside Mexico, Canada, and the United States and its Territories and possessions, foreign travel means travel outside that country.

■ Prior approval is required for all foreign travel (see Chapter 11).

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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----- Forwarded by Maria McKee/DA/SFGOV on 10/16/2012 12:59 PM -----

From: Joanna Hernandez <JHernandez@sfgoodwill.org>
To: "Gregory.Mendez@sfgov.org" <Gregory.Mendez@sfgov.org>
Cc: "Liz.Tarchi@sfgov.org" <Liz.Tarchi@sfgov.org>, "katherine.miller@sfgov.org" <katherine.miller@sfgov.org>, "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Date: 10/16/2012 08:49 AM
Subject: [REDACTED]'s emergency trip back home

Mr. Mendez,

Please see below the summary for [REDACTED] Trip:

The following has been arranged;

Work Net (Career Center): Spoke with the executive director and founder Chas Williams who stated he could provide Tracie with the following upon arrival;

- She will be receiving a Vocational Assessment at Work Net- There is however a \$45.00 fee due to the agency being a "fee for service agency".
- She will be provided with Transportation aid; a monthly bus pass can be purchased for her and given to her to ensure her connectivity with the Agency. A monthly bus pass costs \$60/month; we will be purchasing 3 monthly passes for her. (3 months @ \$60/month for a total of \$180.00)
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[REDACTED] has a Phone Interview @2:30pm tomorrow afternoon with the Domestic Violence Action Center for an intake. During her intake they will set up a more detailed plan for services.

Per our conversation please respond via email for approval of this plan so that we can move forward with booking flights and setting a final date.

Please see below the total cost for staff to escort [REDACTED] to Hawaii. Again, thank you.

Total trip cost to Hawaii \$1,065.97:

Flight + Hotel + Car Package

Airline ticket(s): 2

Hotel night(s): 3 Rooms: 1

Car rental days: 4

<input checked="" type="checkbox"/> Your savings for booking together	-\$38.46
Total	\$1,065.97

I need your approval in writing ASAP so that we can book this trip.

Thank you,

Joanna Hernandez | Criminal Justice & Reentry Manager | People Services | (415)575-2190 Fax(415)575-2170

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Miller, Katherine (DAT)

From: Joanna Hernandez
Sent: Tuesday, October 16, 2012 8:49 AM
To: Mendez, Gregory (DAT)
Cc: Tarchi, Liz (DAT); Miller, Katherine (DAT); McKee, Maria (DAT)
Subject: [REDACTED]'s emergency trip back home

Mr. Mendez,

Please see below the summary for [REDACTED]'s Trip:

The following has been arranged;

Work Net (Career Center): Spoke with the executive director and founder Chas Williams who stated he could provide

[REDACTED] with the following upon arrival;

- She will be receiving a Vocational Assessment at Work Net- There is however a \$45.00 fee due to the agency being a "fee for service agency".
- She will be provided with Transportation aid; a monthly bus pass can be purchased for her and given to her to ensure her connectivity with the Agency. A monthly bus pass costs \$60/month; we will be purchasing 3 monthly passes for her. (3 months @ \$60/month for a total of \$180.00)
- Work Net will be able to help her establish residency in Hawaii by assisting her in obtaining a Hawaiian I.D. (for a cost of \$15.00)

Staff at Work Net will be available to escort her to all meetings and services once the initial meeting/ assessment is established. The total cost for Services at Work Net will be as follows;

\$ 45.00 – Vocational Assessment

\$180.00 – Transportation Assistance

\$ 15.00 – Employment Documents, Identification

\$240.00 - Total

Domestic Violence Action Center:

[REDACTED] has a Phone Interview @2:30pm tomorrow afternoon with the Domestic Violence Action Center for an intake. During her intake they will set up a more detailed plan for services.

Per our conversation please respond via email for approval of this plan so that we can move forward with booking flights and setting a final date.

Please see below the total cost for staff to escort [REDACTED] to Hawaii. Again, thank you.

Total trip cost to Hawaii \$1,065.97:

Flight + Hotel + Car Package

Airline ticket(s): 2

Hotel night(s): 3 Rooms: 1

Car rental days: 4

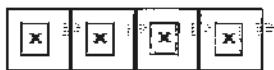
■ Your savings for booking together	-\$38.46
-------------------------------------	----------

Total	\$1,065.97
-------	------------

I need your approval in writing ASAP so that we can book this trip.

Thank you,

Joanna Hernandez | Criminal Justice & Reentry Manager | People Services | (415)575-2190 Fax(415)575-2170



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Miller, Katherine (DAT)

From: Sheila Arcelona
Sent: Friday, October 12, 2012 4:54 PM
To: McKee, Maria (DAT)
Cc: Miller, Katherine (DAT)
Subject: Re: Goodwill Saga Continues
Attachments: Goodwill_Billings 07-01-2010 thru 06-30-2011.xlsx

Yes, and yes. But this backup only goes to June 2011, does not include anything after that, plus it's not clear how costs were allocated in the early months.

Sheila Arcelona
Assistant Chief, Finance & Administration
San Francisco District Attorney's Office
850 Bryant Street, Room 305
San Francisco, CA 94103
Desk: (415) 734-3018
Fax: (415) 553-9700

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 Maria McKee---10/12/2012 04:41:41 PM---They provided detailed back up to November 2010 (see excel doc below). Do we keep a copy of the invo

From: Maria McKee/DA/SFGOV
To: Sheila Arcelona/DA/SFGOV@SFGOV
Cc: Katherine Miller/DA/SFGOV@SFGOV
Date: 10/12/2012 04:41 PM
Subject: Re: Goodwill Saga Continues

They provided detailed back up to November 2010 (see excel doc below).

Do we keep a copy of the invoices? Could I go through our records?

-Maria

(See attached file: Goodwill_Billings 07-01-2010 thru 06-30-2011.xlsx)

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
Fax: (415) 575 8815
maria.mckee@sfgov.org

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Sheila Arcelona---10/12/2012 04:33:40 PM---Did they go all the way back to the beginning of the grant? We got this grant in 2009. _____

From: Sheila Arcelona/DA/SFGOV
To: Maria McKee/DA/SFGOV@SFGOV
Cc: Katherine Miller/DA/SFGOV@SFGOV
Date: 10/12/2012 04:33 PM
Subject: Re: Goodwill Saga Continues

Did they go all the way back to the beginning of the grant? We got this grant in 2009.

Sheila Arcelona
Assistant Chief, Finance & Administration
San Francisco District Attorney's Office
850 Bryant Street, Room 305
San Francisco, CA 94103
Desk: (415) 734-3018
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Maria McKee---10/12/2012 02:56:43 PM---Hi Katy & Sheila, According to Sheila/FAMIS, as of 6/30/2012, Goodwill had spent a total of \$165,964

From: Maria McKee/DA/SFGOV
To: Katherine Miller/DA/SFGOV@SFGOV
Cc: Sheila Arcelona/DA/SFGOV@SFGOV
Date: 10/12/2012 02:56 PM
Subject: Goodwill Saga Continues

Hi Katy & Sheila,

According to Sheila/FAMIS, as of 6/30/2012, Goodwill had spent a total of **\$165,964** of the Earmark.

Tam just sent me Goodwill's invoices through 6/30/2012, and according to their invoices, they only spent **\$65,275** on the Earmark.

Katy - I remember you saying that you had to re-do a lot of their invoices from the last fiscal year. **Do you have copies of those by any chance?** I am thinking that Tam may not have sent me the corrected invoices.

It is appearing increasingly likely that Goodwill will need to shift their budget, moving about \$31,802 from General Fund over to the Earmark for us to spend down the Earmark funds....

-Maria

Maria McKee, MPP
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----- Forwarded by Maria McKee/DA/SFGOV on 10/12/2012 02:51 PM -----

From: Tam To
To: "Maria.McKee@sfgov.org"
Date: 10/12/2012 10:07 AM
Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Maria,

Thank you so much for checking. I got them done but I got side track...here they are. I hope it helps! Should

you have any questions, please let me know.

Thanks,

Tam

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]

Sent: Friday, October 12, 2012 9:50 AM

To: Tam To

Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Tam,

Just checking on the status of this request. I know that you are busy, but this is becoming rather urgent, as we have less than 90 days remaining on this grant, and we need to complete the budget modification ASAP. As you know, a significant portion of our contract with you is covered by this grant!

Thanks so much!

Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
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maria.mckee@sfgov.org

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From: Tam To <TTo@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Cc: Megan Kenny <mkenny@sfgoodwill.org>
Date: 10/09/2012 10:11 AM
Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Maria,

Yes, you will get them before the end of this week. I have to stop the project so I can make the deadline for other grants billings. Sorry about that.

Thanks,

Tam

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Tuesday, October 09, 2012 10:07 AM
To: Tam To
Cc: Megan Kenny
Subject: Fw: Year End Fiscal Reports for 2011 and 2012

Hi Tam,

I hope you are doing well. Just checking on this request for copies of previous invoices.

Do you think it be possible to get them to me this week? We need them to complete a federal budget modification as soon as possible.

Thanks,
Maria

Maria McKee, MPP
Grants & Policy Manager
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----- Forwarded by Maria McKee/DA/SFGOV on 10/09/2012 10:05 AM -----

From: Maria McKee/DA/SFGOV
To: Tam To <TTo@sfgoodwill.org>
Cc: Megan Kenny <mkenny@sfgoodwill.org>
Date: 10/03/2012 01:48 PM
Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Tam,

I need the first two pages - the most important page is the 2nd page, which includes the break down by funding source. Please see example attached.

THANK YOU SO MUCH!!!! I'm very sorry for the hassle. I am keeping copies of all the invoices that I approve, so hopefully, I will never have to make another request list this again!

Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
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San Francisco, CA 94103
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From: Tam To <TTo@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Marie.McKee@sfgov.org>
Cc: Megan Kenny <mkenny@sfgoodwill.org>
Date: 10/03/2012 01:04 PM
Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Maria,

Yes, I do have all 20 months of invoices. Do you need only the invoice or invoice and back-up index? It takes a bit longer to send you all 20 invoices. Would that be okay? Please let me know.

Thanks,

Tam

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Wednesday, October 03, 2012 11:51 AM
To: Tam To
Cc: Megan Kenny
Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Tam,

I was wondering if you have these invoices for each month (November 2010, December 2010, January 2011, etc through June 2012).

I need the amount charged to the Federal Fund code for each month (Column J on the Monthly Back Up worksheet). This report only has the amount charged to the federal fund code for one month: June 2011.

If you do have each month's invoice available, I should be able to compile what I need for our federal budget modification.

Please let me know if you have all 20 months of invoices from Nov 2010-June 2012.

Thanks so much for your help with this!
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
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From: Tam To <TTo@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Cc: Megan Kenny <mkenny@sfgoodwill.org>
Date: 10/03/2012 11:17 AM
Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Maria,

Attached above is a copy of the actual invoice for June 2010 that we sent to your office. We don't do anything different than what our grant accountant did. Please let me know if you need anything else.

Thanks,

Tam

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]

Sent: Wednesday, October 03, 2012 10:56 AM

To: Tam To

Cc: Megan Kenny

Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Tam,

Our fiscal staff believes that the invoices generated by Herbert will have the breakdowns that I am looking for.

Do you have copies of the invoices that Goodwill submitted to the DA's office starting in November 2010?

If you could send me the first two pages of those invoices, I might be able to piece together what I need.

Thanks,
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
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maria.mckee@sfgov.org

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From: Tam To <TTTo@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>, Megan Kenny <mkenny@sfgoodwill.org>
Date: 10/02/2012 11:09 AM
Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Maria,

Please see the worksheet attached. I hope it makes sense to you. Should you have any questions or need further information, please let me know.

Thanks,

Tam

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Tuesday, October 02, 2012 8:37 AM
To: Tam To; Megan Kenny
Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Tam,

Just checking in to be sure that my request makes sense. Please give me a call if you have any questions about what we are asking for.

Do you think you might be able to provide this by tomorrow, 10/3?

Thanks!
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
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San Francisco, CA 94103
Phone: (415) 553 1189
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From: Maria McKee/DA/SFGOV
To: Tam To <TTo@sfgoodwill.org>
Cc: Megan Kenny <mkenny@sfgoodwill.org>
Date: 09/28/2012 12:40 PM
Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Tam,

Thanks for your quick response. I need a report that summarizes what Goodwill actually billed to our office on the Earmark/Federal funds for the first two years of the grant.

For example, in the spreadsheet you sent, for 7/1/11-6/30/12, I need column I ("BOT Earmark Index Code") with the **total invoiced by Goodwill for the entire year.**

Can you generate that figure by summarizing the monthly totals for each year?

Thanks!
Maria

Maria McKee, MPP
Grants & Policy Manager
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maria.mckee@sfgov.org

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From: Tam To <TTo@sfgoodwill.org>
To: "Maria.McKee@sfgov.org" <Maria.McKee@sfgov.org>
Cc: Megan Kenny <mkenny@sfgoodwill.org>
Date: 09/27/2012 04:33 PM
Subject: RE: Year End Fiscal Reports for 2011 and 2012

Hi Maria,

Please see report attached above. Is this what you're looking for? Should you have any questions or need further information, please let me know.

Thanks,

Tam

From: Megan Kenny
Sent: Thursday, September 27, 2012 1:32 PM
To: Tam To
Subject: FW: Year End Fiscal Reports for 2011 and 2012

Tam,

Can you help me with this request? Are these invoices the same as the billing documents?

Thanks,
Megan

From: Maria.McKee@sfgov.org[<mailto:Maria.McKee@sfgov.org>]
Sent: Thursday, September 27, 2012 11:24 AM
To: Megan Kenny
Subject: Year End Fiscal Reports for 2011 and 2012

Hi Megan,

I hope this finds you well. I was wondering if you have or could compile fiscal reports for FY 2011 and

FY 2012, similar to the second page of the attached invoice. I need annual totals by line item.

We are submitting a budget modification to the Feds and we need to detail exactly how Goodwill funds were allocated (on the Earmark) over the 2.5 years of the grant. I can use this year's budget to for July 1-Dec 30, 2012, but I need to add in Goodwill's real expenditures for the first two years.

Please let me know if this makes sense :) and is possible :)

Thanks!
Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
City and County of San Francisco
850 Bryant Street, Room 322
San Francisco, CA 94103
Phone: (415) 553 1189
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maria.mckee@sfgov.org

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Miller, Katherine (DAT)

From: Megan Kenny
Sent: Friday, October 12, 2012 10:56 AM
To: McKee, Maria (DAT)
Cc: Tarchi, Liz (DAT); Miller, Katherine (DAT)
Subject: RE: September Back on Track Report

Thank you for catching that, Maria!

From: Maria.McKee@sfgov.org [mailto:Maria.McKee@sfgov.org]
Sent: Friday, October 12, 2012 10:53 AM
To: Megan Kenny
Cc: Liz.Tarchi@sfgov.org; katherine.miller@sfgov.org
Subject: Re: September Back on Track Report

Thanks Megan.

I noticed one small typo in regards to terminations:

-Maria

Maria McKee, MPP
Grants & Policy Manager
The Office of District Attorney George Gascón
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Miller, Katherine (DAT)

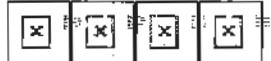
From: Megan Kenny
Sent: Thursday, October 11, 2012 2:40 PM
To: McKee, Maria (DAT); Tarchi, Liz (DAT)
Cc: Mendez, Gregory (DAT); Joanna Hernandez; Miller, Katherine (DAT); Sunny Suppa; Ross, Ranon (DAT); Braden.C.Woods@sfgov.org
Subject: September Back on Track Report
Attachments: DA-BOT Monthly Report (Sept2012)_Final.doc

Dear All,

Attached please find the September Back on Track report for your review. Please feel free to contact us if you have any questions.

Thanks,

MEGAN KENNY | Director of Operations | People Services | **(415) 575-2136**



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Miller, Katherine (DAT)

From: Megan Kenny
Sent: Thursday, October 04, 2012 11:05 AM
To: McKee, Maria (DAT); Miller, Katherine (DAT)
Cc: Joanna Hernandez
Subject: FW: Back on Track Powerpoint
Attachments: BACK ON TRACK_Orientation_as of 09 28 12.pdf

Hi Maria and Katy,

Please find the proposed edits to the Back on Track Orientation attached. Please let us know if you approve.

Thanks,
Mega

From: Marie-Claire Balea
Sent: Monday, October 01, 2012 12:54 PM
To: Megan Kenny
Subject: RE: Back on Track Powerpoint

Hi Megan,

Attached is the updated BOT PowerPoint.

Again, thank you.

Respectfully,

Marie-Claire Balea | Employment Specialist | People Services | Phone: (415) 575-4521 | Fax: (415) 575-2170

From: Megan Kenny
Sent: Monday, October 01, 2012 9:40 AM
To: Marie-Claire Balea
Subject: FW: Back on Track Powerpoint

Hi Marie-Claire,

Can you please forward me the BOT PPT? The attachment didn't come through on Joanna's forward.

Thanks,
Megan

From: Joanna Hernandez
Sent: Friday, September 28, 2012 5:41 PM

To: Megan Kenny
Subject: Fwd: Back on Track Powerpoint

Can you send this to the DA's office please I for got ;-)

Sent from my iPhone

Begin forwarded message:

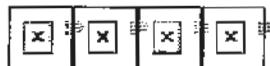
From: Marie-Claire Balea <mbalea@sfgoodwill.org>
Date: September 28, 2012 2:04:00 PM PDT
To: Joanna Hernandez <JHernandez@sfgoodwill.org>
Subject: Back on Track Powerpoint

Hello,

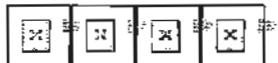
Attached is the Back on Track Powerpoint. The items that we would like to add are in red. Again, thank you.

Respectfully,

Marie-Claire Balea | Employment Specialist | People Services | Phone: (415) 575-4521 | Fax: (415) 575-2170



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Miller, Katherine (DAT)

From: Joanna Hernandez
Sent: Friday, September 28, 2012 12:49 PM
To: McKee, Maria (DAT); Miller, Katherine (DAT)
Subject: FW: Update on ID Badges
Attachments: front of ID.pdf; back of ID.pdf

Please see attach this what we have and need updated for the following people:

1. Joanna Hernandez
2. Julia Orellana
3. Isabel Perez
4. Marie-Claire Balea
5. Sonia Worley

From: Joanna Hernandez
Sent: Wednesday, September 12, 2012 3:18 PM
To: 'Liz.Tarchi@sfgov.org'
Cc: 'Gregory.Mendez@sfgov.org'
Subject: Update on ID Badges

Hello Ms. Tarchi,

I was just checking in with you so see if you had an update regarding our ID badges. I am attaching a copy of my old ID card so that your office can see what has been issued to us in the pass.

Thank you in advance for your help on this.

Joanna Hernandez | Criminal Justice & Reentry Manager | People Services | (415)575-2190 Fax(415)575-2170

Miller, Katherine (DAT)

From: Maria McKee
Sent: Wednesday, September 26, 2012 4:20 PM
To: Miller, Katherine (DAT)
Subject: BOT Strategic Planning

Hi Katy,

-In the Oct 2011 budget modification, we had:

Goodwill Industries – Core Program Operations x 2.5 years \$213,220
Strategic planning/program development \$2,500
San Francisco Superior Court Extended Staffing \$10,415

-In the current modification, we have:

Goodwill Industries – Core Program Operations x 2.5 years \$253,431

However, I don't know how much we spent on GW through June 30, 2012 yet (Sheila will get me the invoices), so I can't determine what previous Goodwill expenditures + projected expenditures for July-Dec 2012 will look like yet, and whether there is room for the strategic planning in there.

I will let you know once I get all those figures....

Maria

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